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A report of the Ohio State University continuing education program and its major areas of emphasis by individual administrative units is presented. Information is given on the philosophy of continuing education, the administrative advisory committee on continuing education, the credit non-degree program, non-credit programs for metropolitan Columbus, conferences and workshops, technical and business services, Title I programs of the Higher Education Act of 1965, and supporting facilities. The divisions of administrative science, agriculture and home economics, arts and sciences, biological sciences, dentistry, education, engineering, law, medicine, pharmacy, university college, and veterinary medicine are discussed in relation to their programs, organization, sponsored activities, and responsibilities. An appendix contains tables of statistical data, such as enrollment by quarter at each campus, number of programs and total enrollment of each administrative unit, and attendance at continuing education programs and university related events. (jf)

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ANNUAL REPORT

OF

CONTINUING EDUCATION

AT

THE OHIO STATE UNIVERSITY

July 1, 1967 - June 30, 1968

THE OHIO STATE UNIVERSITY
Division of Continuing Education
Columbus, Ohio 43210
October, 1968

THE OHIO STATE UNIVERSITY
OFFICE OF EDUCATIONAL SERVICES
2130 NEIL AVENUE
COLUMBUS, OHIO 43210

DIVISION OF CONTINUING EDUCATION

TELEPHONE 614-293-8571

October 15, 1968

Dr. John T. Bonner, Jr.
Vice President for Educational Services
The Ohio State University
190 North Oval Drive
Columbus, Ohio 43210

Dear Dr. Bonner:

The Division of Continuing Education is pleased to submit this Annual Report of Continuing Education Activities for the fiscal year 1967-68.

This narrative and statistical report reflects the broad scope and high quality of the continuing education programs of this University as well as the major areas of emphasis of the individual administrative units. The excellent cooperation of all of the administrative units in the preparation of this document is reflected in Section IX.

Sincerely yours,

Robert W. McCormick

Robert W. McCormick
Assistant Vice President for
Continuing Education

RWM:rs

Enclosure

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DIVISION OF CONTINUING EDUCATION STAFF

June 30, 1968

Robert W. McCormick, Assistant Vice President for Continuing Education
Donald H. Janz, Assistant Director
Alan Hackel, Counselor (Graduate Administrative Associate)
John Chilson, Counselor (Graduate Administrative Associate)
John Jundt, Assistant Director--Industry Relations (Referral Service Network)
Robert Schulz, Graduate Research Associate
John C. Barton, Assistant Director for Conferences
Vicki Abels, Administrative Assistant

ADMINISTRATIVE ADVISORY COMMITTEE ON CONTINUING EDUCATION

John T. Mount, Chairman
Robert W. McCormick, Vice Chairman
Donald H. Janz, Secretary

Grey Austin, College of Arts and Sciences
Dennis D. Bell, University College
John D. Briggs, College of Biological Sciences
William A. Bruce, College of Dentistry
John Helwig, College of Veterinary Medicine
William E. Hurley, College of Administrative Science
Edwin L. Kirby, College of Agriculture and Home Economics
William B. McBride, College of Education
William G. Pace, College of Medicine
Ivan Rutledge, College of Law
Rupert Salisbury, College of Pharmacy
Marion L. Smith, College of Engineering

I. PHILOSOPHY AND OBJECTIVES OF CONTINUING EDUCATION

Continuing education at The Ohio State University has been guided during 1967-68 by the statement of objectives and policies approved in April, 1967, by the Administrative Council. Selected elements of this statement are indicated in this report, since they formed a basis for the plans for the current year.

A. General Philosophy

The increasing complexity of modern-day life, produced in part by the staggering rate of growth of man's knowledge and the increased standard of educational expectation, has clearly demonstrated that education is a lifelong process. The conviction has gained momentum within the historical framework of the Land-Grant-Movement which has emphasized a balance among teaching, research and service. Subscribing to this principle, The Ohio State University, through its Division of Continuing Education, of the Office of Educational Services, seeks to serve qualified adults by making the relevant research and teaching talents of the University readily available.

The Ohio State University seeks to build effective relationships within the University which will permit the optimum utilization of its unique resources in the development of State-wide continuing education programs for the improvement of the various professions. The University is also concerned with identifying public problems and public needs, focusing its skills and resources upon these needs and then translating these insights into educational programs throughout the State in content areas where the University can make a unique contribution. The Ohio State University is also

committed to the development of effective inter-university continuing education programs with other State and private institutions of higher education in Ohio.

B. Objectives

The following objectives were set forth for continuing education programs at The Ohio State University and encompass both courses for credit for non-degree oriented adults as well as education programs without academic credit.

1. The primary objective is: To provide university-level continuing education programs tailored to the economic, social and cultural needs of society consistent with the overall objectives, resources and unique capabilities of the University.

2. More specific objectives are:

   a. To provide learning opportunities for which the University has special competence to those engaged in the various professional areas.

   b. To provide educational assistance to public officials, industrial, business, labor and other community leaders to help them to deal effectively with community related problems.

   c. To provide university-level educational assistance to specialized organizations, agencies and groups to help them to achieve their educational goals.

3. To achieve these objectives, the University strives:

a. To provide a climate and organizational framework which will facilitate the contribution of the faculty to the University continuing education program.

b. To provide a means through which The Ohio State University can cooperate with other State and private institutions of higher education within Ohio in continuing education programs.

c. To conduct research and development programs directed toward designing, testing and evaluating innovative approaches in the field of continuing education.

d. To serve as a laboratory and a mechanism for the identification of problems requiring research effort and to interpret these problems to appropriate personnel in the University.

e. To provide an opportunity for potential participants to contribute to the identification of continuing education program needs.

f. To develop an organizational structure which will provide for effective utilization of University continuing education resources and place the University in the position where it can attract funds for continuing education from both public and private sources in order to enhance the University's educational assistance to its various publics.

C. General Organization

The Division of Continuing Education is the administrative unit designated to provide University-wide leadership in encouraging and coordinating the activities of the various departments, colleges and other administrative units to achieve the University's objectives in continuing education.

Responsibility for programs initiated within departments, schools, colleges or other administrative units rests with the appropriate faculty who administer such programs through their administrative units in coordination with the Division of Continuing Education.

II. ACTIONS OF THE ADMINISTRATIVE ADVISORY COMMITTEE ON CONTINUING EDUCATION

During the period, the Administrative Advisory Committee on Continuing Education met formally five times. Principal items considered were:

1. Policies guiding the Advisory Committee:
   a. The approved objectives and policy statement was established as the basis for the continuing education effort for the University.
   b. The committee member from each administrative unit was identified as the contact person with whom the Division should work on continuing education matters.
   c. Each administrative unit will provide an annual plan of activities as well as an annual report.
2. The status of programs to be funded for FY '68 under Title I of the Higher Education Act of 1965 and the State Technical Services Act.
3. Guidelines for the assessing of the University service fee to continuing education programs and events.
4. Procedures for implementing continuing education programs within overall objectives and policies.
5. Guest room charges for Archer House to be effective January 1, 1969.

III. CREDIT NON-DEGREE PROGRAM

By June 30, 1968, the adult credit non-degree program had been functioning for three years. The purpose of this program is to encourage adult students to enroll at the University and still provide a vehicle whereby such students are not required to conform to standard degree program procedures such as providing official transcripts and following specific academic degree oriented procedures and course progressions.

During the past year the enrollment increased about 10%. The number of students enrolled in FY '68 was 2,588 compared to 2,298 for FY '67. The point-hour ratio remained at about 2.75 for continuing education students, which was higher than the University undergraduate average. (See Appendix)

Arrangements were made to have Dr. Carol Fought, Assistant to the Dean for Student Relations, assist in counseling mature women who wished to return to college and complete their degree requirements. In addition, a study was made concerning the course offerings after 5:00 p.m. This study resulted in a memorandum to all Deans, Chairmen and Directors from the Vice President for Academic Affairs and Provost which pointed out the inability of working students to complete an undergraduate degree program at The Ohio State University by enrolling exclusively in evening course sections. The memorandum requested that each administrative unit examine carefully and realistically their present undergraduate course offerings with the possibility of increasing the number of evening and Saturday courses. A modest but positive response has resulted from this study.

Arrangements were also completed to have two counselors available to work with the adult-credit students. They are Alan Hackel and John Chilson who are both Graduate Administrative Associates. This increase in counseling personnel was made possible in the Administration Building, since space for other administrative personnel of the Division was made available in Archer House.

IV. NON-CREDIT PROGRAMS FOR METROPOLITAN COLUMBUS

A. General Education Non-Credit Courses

One of the primary direct programming thrusts of the Division of Continuing Education during 1967-68 involved non-credit programs for the Metropolitan Columbus area. The statement of objectives suggests and interest surveys indicate a need for general education non-credit courses to serve the Columbus area. The Administrative Advisory Committee indicated that this role could best be accomplished at the University level. The Division staff assumed the role of identifying areas of need and obtaining the faculty resources to staff these courses.

In general, the methodology to fulfill this need has been the non-credit course which meets from two to three hours one day or evening each week for a ten week period.

The following data indicate the change in course offerings and in enrollment in these courses from 1966-67 to 1967-68:

Quarter	Courses		Enrollment	
	1966-67	1967-68	1966-67	1967-68
Autumn	2	3	63	177
Winter	2	3	89	132
Spring	1	6	22	293
Total	4	12	174	602

It is planned to increase the number of non-credit course offerings even further during 1968-69. A total of 21 courses are currently planned.

The level of program activity in this area will be limited primarily by staff time available in the Division of Continuing Education to plan and organize these courses in cooperation with appropriate faculty members.

While the Division staff restricts their efforts to general education non-credit courses, there is increasing interest in the several colleges in offering non-credit courses which will meet professional needs.

B. Inner-City Programs

Additional emphasis was placed during the past fiscal year upon educational programs designed to assist in the solution of inner-city problems. The Division of Continuing Education staff worked with appropriate community groups and administrative units on the campus to accomplish these ends.

The following specific program efforts were conducted during the past year:

1. Seminars for Middle Management Personnel Planning to Employ "Hard Core" Unemployables. These seminars were conducted in cooperation with the National Alliance for Business. Two seminars were held with 50 participants. (College of Administrative Science)

2. Small Business Management. Seminars were held weekly from April 23 - July 2, with 26 participants. The management training was designed for inner-city small businesses. The Columbus Business League co-sponsored the seminars. This project was funded in part under Title I of the Higher Education Act of 1965.

(College of Administrative Science)

3. Workshop for Volunteers in Columbus Inner-City Public School Elementary Libraries. Thirty volunteers were trained in April and were placed in two inner-city schools. The program will be a continuing effort throughout the coming year. Over 100 volunteers have indicated interest for 1968-69.

4. New Careers Training Program. Two programs were held in cooperation with CAMACO in the areas of group dynamics and human development with 25 participants in each program.

(School of Social Work)

5. Higher Education Opportunity Program. This pre-college program for inner-city school youth with 170 participants was held June 18 - August 31.

(University College)

6. State Workshop for Teacher Education in the Inner City. An intensive workshop designed to improve formal education for inner-city inhabitants was held July 28 - August 30, with 50 participants. The program was funded by a grant from The Ohio Board of Regents.
(College of Education)

7. The Arts in the Inner-City. The College of the Arts developed a program to transport inner-city youth to the campus for theater and musical productions as well as an introduction to the fine arts. This program functioned in cooperation with the Mayor's Youth Opportunity Commission and CAMACO (OEO).
(College of the Arts)

8. Summer Athletic Program. A substantive effort was made to provide opportunities for youth from the inner-city to participate in a planned athletic program using the athletic facilities of The Ohio State University. Highly competent instructors were employed to teach in six areas of athletics. This eight-week program provided an opportunity for leadership development in addition to learning a skill. Older youth were employed as "cadets" to assist with the instruction. About 2,600 youngsters registered for the program.
(Department of Athletics)

C. Continuing Education for Women

The Continuing Education for Women project continued to provide non-credit courses particularly designed to attract the mature woman. Over 130 registrations were received for the course, "Law for Women." An in-depth workshop designed for mature women was concerned with, "Careers and Life Planning." An innovation in the non-credit courses for women involved presenting selected courses in the morning instead of in the evening. Response to this procedure was excellent.

The Division of Continuing Education co-sponsored two "coffee hours" for mature women who were pursuing degree programs on The Ohio State University campus. These programs were co-sponsored with the area of Student Relations.

Major emphasis during the year was placed upon acquainting mature women with the opportunities to volunteer their services.

A one-day "workshop for volunteers" was held in October with over 135 women in attendance. Evaluation of this program by participating agencies as well as potential volunteers was quite favorable and another workshop is planned for February, 1969.

As an outgrowth of the "Workshop for Volunteers," the training program for volunteers working in elementary school libraries in the Columbus Public Schools was held in April, 1968. A significant expansion of this program in 1968-69 is anticipated.

The Continuing Education for Women Project now stands at a

rather significant milestone. Unless additional staff time is devoted to this area, the program can be expected to remain reasonably stable. However, if this program is to reach its true potential, a concerted effort must be made to develop a solidly based, long-time plan for continuing education for women at The Ohio State University. It is estimated that approximately one-fourth staff-year would be required to develop this plan. It is hoped that it will be possible to fund this project during the coming year.

D. Group Camping Study

A study of group camping needs in the Metropolitan Columbus area was completed through the Division of Continuing Education during the fiscal year. This project was funded by a grant from the Alfred Willson Foundation. Dr. W. C. Batchelor, Professor Emeritus of Social Work, served as the principal investigator. A steering committee composed of Professor Charles Mand (Men's Physical Education), Professor Phyllis Bailey (Women's Physical Education), Professor S. P. Bruny (Cooperative Extension Service), and Robert W. McCormick, Division of Continuing Education, worked with the principal investigator.

This study involved two group meetings with representatives from 65 public and private agencies and organizations engaged in camping, interviews with agency personnel and a detailed questionnaire.

V. CONFERENCES, INSTITUTES AND WORKSHOPS

During the year there were more continuing education and University-related events conducted than ever before. There were 610 separate events conducted which amounted to a 20 per cent increase over the previous fiscal year. The attendance increased about 5 per cent to over 94,000 persons. These 610 events were categorized as follows:

1. 337 continuing education programs which are those conferences, short courses, institutes, seminars and workshops which are officially sponsored by the University, and
2. 273 University-related programs which are those events which the University does not officially sponsor but which are educational in nature.

Nearly all of the administrative units of the University conducted programs. However, the Colleges of Agriculture and Home Economics, Administrative Science, Dentistry, Education, Engineering, Law, Medicine and Veterinary Medicine were responsible for the major proportion of the programs.

As in previous years, programs were concentrated at either one day in length or six days or longer. About 30 per cent of the programs involved less than 100 participants, while only 9 per cent were attended by more than 300 participants. (See Appendix)

VI. TECHNICAL AND BUSINESS SERVICES

A. General

The State Technical Services Act of 1965 became law on September 14, 1965. The purpose of the Act is to provide a national program of incentives and support for the several States individually and in cooperation with each other in their establishing and maintaining State and inter-State technical services programs in order that the benefits of federally-financed research, as well as other research, may be placed more effectively in the hands of American business, commerce and industrial establishments throughout the country.

As stated in the Act, this program is essential to the growth of the economy, to higher levels of employment and to the competitive position of United States products in world markets.

B. Definition

The Act defines "Technical Services" as ". . . activities or programs designed to enable business, commerce and industrial establishments to acquire and use scientific and engineering information more effectively . . . ." through the means of the Act.

C. Services

The STSA describes three distinct services under the Act as follows:

1. Technical Information Centers (TIC's) -- Purpose is to prepare and disseminate technical reports, abstracts,

computer tapes, microfilm, reviews, and similar scientific or engineering information, including the establishment of State or inter-State technical information centers for this purpose.

2. Referral Services -- Providing a reference service to identify sources of engineering and other scientific expertise.

3. Education -- Sponsoring industrial workshops, seminars, training programs, extension courses, demonstrations, and field visits designed to encourage the more effective application of scientific and engineering information.

D. OSU Functions

1. Central Office -- The Central Office is the major center of direction and coordination of the operating TABS program.

2. Referral Service Network Office -- Calls on Ohio business, commerce and industry in a seventeen-county area which contains 12.2% of the industrial companies in Ohio.

E. Central Office Activities FY '68

1. Held five Referral Service Network Steering Committee meetings during the year as follows:

Location	Number of Meetings
OSU	3
Kent	1
Miami	1
Total	5

2. The number of operating Field Offices increased from five to eight. New offices were opened and staffed at Miami University, Toledo University and Wright State University. Offices were previously established at Cleveland State University, University of Akron, Kent State University, Ohio University and The Ohio State University.

3. SORDEX (State of Ohio Referral Index) was compiled and printed with the following sections:

   a. SORDEX I - Referral Subject Categories "Fields-Groups-Scopes"

   b. SORDEX II - Referral Subject Categories "Index"

   c. SORDEX III - Referral Subject Categories "Catalogue"

   There are over 3,000 areas of expertise compiled, referenced by descriptor terms, and catalogued in SORDEX.

4. The system of reporting for the RSN Offices was initiated. For the nine months of compilation (10/1/67 - 6/30/68) the RSN Offices made 648 in-plant visits to various Ohio industries, had correspondence with 7,729 new firms, made new telephone contacts with 2,197 firms, and had 266 in-office visits by Ohio firms.

During this period the various offices received 525 requests for technological assistance and were able to make 484 referrals to the proper areas of expertise.

5. The Central Office wrote the FY '69 Program which was submitted to the U.S. Department of Commerce through The Ohio Board of Regents.

6. Presentations were made to the Columbus Area Development Council, Kent State University Faculty Council, Toledo Society of Engineers, Toledo Chamber of Commerce, the Management for Engineers and Technical Personnel Seminar, Columbus Chamber of Commerce and various OSU committees.

7. The Central Office gave testimony at the Senate Sub-Committee hearings on State Technical Services Program.

8. The Central Office Director appeared on the first national program, sponsored by the Department of Commerce-OSTS, on Technology Utilization and Transfer.

9. Ninety-seven different organizations engaged in abstracting and indexing for industry were located and evaluated.

F. Referral Service Network Office

During the nine-month reporting period, OSU had 47 in-plant visits, received 62 requests for assistance, and made 58 referrals to areas of expertise.

Referrals were made as follows:

OSU College of Engineering	12
OSU College of Administrative Science	7
OSU General	6
Private Consultants	11
Government Sources	16
Other	6
Total	58

Types of inquiries received during the period were:

Education		2
Management, Administration, Finance		11
Maintenance		5
Product Development		12
Production		9
Research		
Basic	2	
Applied	6	
Develop.	12	20
Sales & Marketing		3
Other		0
Total		62

VII. PROGRAMS FUNDED UNDER TITLE I, HIGHER EDUCATION ACT OF 1965 FOR FY '68

Continuing education programs at The Ohio State University (with the exception of Cooperative Extension Service in Agriculture and Home Economics) function largely on the basis of funds generated from fees. However, proposals funded through the Ohio Board of Regents under Title I of the High Education Act of 1965, provide an important, if modest, contribution to the total continuing education program. During fiscal year 1968, the following projects were funded for fifty per cent of the total cost through Title I funds:

Project	Administrative Unit	Federal Grant
A Money Management Seminar for Professionals Working With Families	College of Agriculture & Home Economics (Coop. Ext. Serv.)	$ 7,140
Community Development Seminars for Influentials in Small Urban Centers	College of Agriculture & Home Economics (Coop. Ext. Serv.)	$ 8,164
Municipal Management Seminar	College of Administrative Science	$ 6,726
Public Safety Management Seminar	College of Administrative Science	$ 5,214
Training Program for Municipal and County Building Department Personnel	College of Engineering	$ 7,431
Conference on the Economies of the States	College of Social and Behavioral Science	$ 2,760
Business Enterprise Management	College of Administrative Science	$ 840
Program Planning and Budgeting Systems	College of Administrative Science	$ 1,140
	Total	$39,415

The Ohio State University intends to submit fewer but more comprehensive proposals for funding under Title I for FY '69.

VIII. SUPPORTING FACILITIES FOR CONTINUING EDUCATION

A. Center for Tomorrow

During the year the final architect's drawings for the "Center for Tomorrow" were received about November 1, 1967; final bids opened on February 23, 1968, and the award of contracts made by the Board of Trustees on March 14, 1968. The committee visited a "mock-up" of a furnished guest room on March 8, 1968.

B. Morrill and Lincoln Towers

During the period of October 1, 1967, through June 30, 1968, the Division of Continuing Education had the opportunity of reserving on-campus housing for participants in continuing education programs on the 22nd and 23rd floors of Morrill Tower. Also available as a meeting area was one of the cafeterias in Lincoln Tower. About 28 programs scheduled this facility and the availability of these facilities served a most useful purpose.

C. Archer House

Effective July 1, 1968, the Division of Continuing Education will be assigned Archer House in the north dormitory complex for guest room accommodations for participants in continuing education and University-related events. In addition to the guest rooms, which will house a maximum of 81 persons, certain elements of the administrative affairs will be moved into that facility. It is anticipated that this assignment will continue until the "Center for Tomorrow" is ready for occupancy.

IX. AREAS OF PROGRAM EMPHASIS BY ADMINISTRATIVE UNITS

A. College of Administrative Science

Five significant college programs are administered through the Continuing Education Division: the Defense Management Center, the Human Resources Institute, the Labor Education and Research Service, the Management Education Program and the Insurance Continuing Education Program.

Fiscal year 1968 was again one of increased activity for the Division as 10,077 participants attended its programs during the year. Several indices of the level and value of the educational services provided are summarized here.

As of June 30, 1968, the Division employed 108 full-time and 4 part-time personnel of whom 54 were professional level persons. The large majority of the faculty and staff, 90, are located at Wright-Patterson Air Force Base or Wright State University with 18 located on campus.

Programs

1. The Defense Management Center is that part of the Continuing Education Division designed to provide educational services to government and governmentally related organizations under contractual arrangement. During fiscal 1968, the DMC provided such services under contracts totaling $1,259.907. The work was sponsored by such agencies as Defense, U.S. Air Force, Navy, NASA, and the

Agency for International Development (State Department).

The continuing education programs presented by the DMC totaled 219 offerings representing 698 weeks of programs attended by 5,308 civil service personnel, military officers and personnel of foreign countries.

In addition, a number of projects involving the development of instructional materials including four text books, Government Contract Law, Government Contract Administration, Directorate of Material Management and Base Supply Management were completed as well as a project to analyze the capability and limitations of large-frame computer remote terminals in classroom instruction in the USAF School of Systems and Logistics and to develop a plan and program for their utilization.

Since 1955 and through June 30, 1968, the Defense Management Center has completed contractual projects totaling $7,989,624. Of this amount, $1,014,341 represented overhead contributions.

Projects contracted for the fiscal year 1969 as of June 30, 1968, involve a total budget of $1,486,200.

2. The Human Resource Institute for Latin America was established in September 1967 to provide a continuing education opportunity of a full academic year in length to selected Latin American human resource planning personnel. The first offering of this program

got underway October 23, 1967, and was completed June 21, 1968, under the direction of Dr. S. C. Kelley and Dr. Thomas N. Chirikos. It was attended by fifteen planners from various government agencies of Argentina, Bolivia, Ecuador and Venezuela. The program, presented in Spanish, was designed to meet the current development needs of selected professional human resource planning staff of various government agencies in several Latin American countries. Instruction was provided by a number of University departments.

Funding for the program was provided through the Agency for International Development, State Department. A second offering will be presented beginning Fall Quarter, 1969.

3. The Labor Education and Research Service incorporates three major areas of activity: (a) the Union Leadership Program, (b) conferences, short courses and summer schools, and (c) the research and materials development program.

a. The Union Leadership Program during fiscal 1968 was offered in nine Ohio cities: Akron, Cincinnati, Cleveland, Columbus, Dayton, Defiance, East Liverpool, Toledo and Youngstown.

A total of 328 students were enrolled in the various programs. Of this number, 180 were first-year students, 81 were second-year students, 52 were third-year students, and 15 were fourth-year students. Certificates of completion were awarded to 270 students, including 147 from the first

year, 66 from the second year, 43 from the third year, and 14 from the fourth year. This year's completion percentage of 82 compares favorably with the record of the last five years.

b. In addition, five conferences and two summer school programs were presented with a total attendance of 396.

4. The Management Education Program developed and presented a total of 39 continuing education programs during the year attended by 3,585 participants.

Among these, several new programs planned and presented this year or for which planning began should be noted.

a. Hospital Financial Management Association National Institute was developed and presented on campus for the first time in July, 1967. It is expected to be presented on an annual basis. It is composed of twelve seminars offered concurrently for administrative and fiscal personnel in the health care field in the United States.

b. Municipal Management Seminar, the Public Safety Management Seminar, a conference on Tax Planning and Economic Development in Ohio Municipalities and Management Workshop for Small Business Managers were developed and presented under Title I of the Higher Education Act. The latter program was offered one evening a week for ten weeks for a minority

group of businessmen in the Columbus, Ohio, and surrounding areas.

c. Management Seminars for Plans for Progress. Working in concert with the Columbus Area Chamber of Commerce, Plans for Progress Division, in fulfilling the National Alliance for Business objective of finding employment for youth and "hard core" unemployed, this Division presented two seminars designed to focus on the problems of minority groups and some of the implications for management and supervision in working with these groups. Word was received in June that the college had been selected to receive an annual Creativity Award from the National University Extension Association at its annual national meeting in Miami Beach, Florida, on July 23, 1968, as a result of this program.

d. Management Seminar for Church Administrators. The Division took advantage of an unusual opportunity to combine the secular and theological perspectives of church administration and management in a Seminar for Church Administrators. There was considerable interest and enthusiasm for the approach and several denominational representatives expressed strong interest in further development along the same lines.

e. Library Standards and Planning Workshops. This Division

responded to a need expressed by the State Librarian to provide an environment and faculty stimulus to develop and test a proposed plan of action for improved library service throughout the State. Three two-day workshops were provided.

f. Junior Achievement Advisors Management Development Program. This program was developed and offered to help the Junior Achievement advisors increase their effectiven within their companies as well as with JA "companies" which they advise. This program was enthusiastically received and will be repeated during the next fiscal year.

g. Records Management Program was a special program developed and presented for the Ohio Department of Highways and attended by key managerial personnel of that department, several other departments of Ohio State government and by representatives from surrounding State highway departments as well.

h. A number of new programs are in the planning or development stage including a Planning Programming and Budgeting Systems course for Urban Planners in November 1968, a basic course in Computer Management, a program in Sales Management and a program in Financial Management for the Smaller Enterprise for minority group businesses.

5. Insurance Continuing Education Program. These activities fall into two categories: (a) administration of the activities of the Griffith Foundation for Insurance Education and (2) continuing education

programs sponsored jointly by the Griffith Foundation and the Continuing Education Division. The latter are included in the listing of Insurance Continuing Education Programs. The former activities include:

a. General fund raising activities. This is an annual drive which produces between $14,000-$18,000 for the Foundation.

b. Development of gifts and pledges for the Center for Tomorrow. Receipts and pledges of $25,000 have been received.

c. Development of career opportunities material. A three phase program has been developed to encourage interest by high school seniors in the insurance area.

(1) An informational brochure for general distribution to college prep-high school seniors; 20,000 have been printed.

(2) A counseling kit for guidance personnel in the high schools.

(3) An economic history booklet for use in American Democracy classes showing the importance of insurance in the development of our economy.

d. Development of the First National Collegiate Insurance Fraternity. This is an attempt to produce a commonality of interest among the many local insurance societies at

campuses across the country. By 1969 we expect to have five local chapters.

e. Administration of scholarships and grants-in-aid to students at OSU and BGSU. Approximately 12 grants totaling $3,500 were made in the last academic year.

f. Maintenance of the Griffith Foundation Insurance Library. This Library is open 80 hours a week. Approximately $3,000 per year is spent on student help.

g. Research project: Griffith Foundation funds were matched by the Ohio Insurance Information Society to undertake a study of the impact of the insurance industry upon the economy of the State of Ohio. Project underway.

B. College of Agriculture and Home Economics

1. Conferences and Short Courses

The College of Agriculture and Home Economics at The Ohio State University offered a total of 59 non-credit conferences and short courses serving 16,236 individuals who desired the latest information in the areas of their interest during the fiscal year 1967-68.

Conferences and short courses were offered in the Departments of Agricultural Economics and Rural Sociology, Agricultural Education, Agricultural Engineering, Agronomy, Animal Science, Dairy Science, Dairy Technology, Horticulture and Forestry, Poultry Science, and the School of Home Economics.

The Department of Agricultural Economics and Rural Sociology offered 13 different programs. One of the continuing education efforts of this department was the Business Management Development Program for Ohio agri-business leaders. Other programs served such clientele as meat packers; food wholesalers and retailers; manufacturer's representatives; food processors; brokers; directors of cooperatives and non-profit corporations; farm and roadside market operators; tax consultants; professional rural appraisers; real estate appraisers, brokers and sales personnel; professional farm managers; and key decision makers from local communities in Ohio.

The Department of Agricultural Education provided leadership in 10 programs, several in cooperation with the Center for Vocational and Technical Education at The Ohio State University, and the State Department of Education. Many of the programs offered were in support of vocational agriculture and business teachers in Ohio, and for FFA programs.

The Department of Agricultural Engineering continued its service to industry by providing up-to-date information to groups interested in safety, installation and maintenance of electrical equipment, and safe and efficient use of LP gas.

The Department of Agronomy provided instruction in proper methods and procedures for the maintenance of equipment for golf

course superintendents and other managers of turfgrass areas.

The Department of Animal Science continued their emphasis through the various market and breed associations in presenting basic and current research information.

The Department of Dairy Science provided training for testing supervisors in support of the DHIA, DHIR and O-S types of milk testing programs, and cooperated with breed associations in support of artificial breeding operations.

The Department of Dairy Technology placed its effort in the educational needs of field, plant and regulatory personnel regarding public health aspects of food handling practices. In addition, the department offered a Frozen Dairy Desserts Short Course, a Cheese Manufacturing Short Course, and demonstrations in the principles and procedures in refrigeration systems.

The Department of Horticulture and Forestry continued to lead the nation in the number of individuals served in the areas of nursery and landscape horticulture and floriculture programs. Eight types of programs sponsored by the department included: professional improvement in forestry management; vegetable production and handling; quality control practices for processors of tomatoes, the bakery industry, and supply groups. and the fundamentals and practices for the florist and nursery industries.

The Department of Poultry Science provided leadership in continuing education in the areas of turkey production; feed

manufacturing; hatchery operations; poultry processing; production and marketing of eggs and broilers; and quality control and research and development information for industry.

The School of Home Economics concentrated its efforts in support of programs for professional home economists based on current research in home economics and nutrition in the areas of public health, education, nursing, agriculture, welfare, dietetics, and institutional food service.

The College of Agriculture and Home Economics continued its efforts in recruitment of students through five career-type conferences held periodically through the year.

2. The Ohio Cooperative Extension Service

The Ohio Cooperative Extension Service as an integral part of the College of Agriculture and Home Economics provides up-to-date scientific information and continuing educational assistance to the people of Ohio. This research-based information encompasses subjects relating to agriculture and home economics and is made available to all adults and youth regardless of place of residence.

These off-campus, informal educational programs are conducted with assistance from more than 33,000 volunteer adult leaders who are highly involved with professional Extension staff in planning and conducting the program. Professional leadership is given by 407 Extension staff who are members of the University

faculty and located in 88 county Extension offices, 10 area Extension centers, and 11 departments, the School of Natural Resources, and the School of Home Economics of the College of Agriculture and Home Economics.

Major program emphasis is directed toward the following four broad program categories: (a) Agricultural Industry, (b) Home Economics-Family Living, (c) 4-H-Youth Development, and (d) Community and Public Affairs.

All citizens of Ohio receive benefits from these University-sponsored continuing education programs.

A brief summary of significant accomplishments achieved during the 1967-1968 fiscal year is presented for each program category.

a. Agricultural Industry

Cooperative Extension educational programs were focused on all aspects of Ohio's agricultural industry including agricultural production, food processing, marketing and distribution of agricultural products, and marketing information for consumers. Agricultural producers, managers of related businesses, and consumers of agricultural products have been the audiences toward which Extension teaching has been directed.

Educational assistance has been provided to the five

major agricultural industries of Ohio--dairy, poultry, meat animals, horticulture, and agronomy. Needs and problems of these industries are so highly inter-related that professional competencies from several disciplines are required. In-depth teaching efforts are conducted by inter-departmental teams of specialists using the total resources of the College of Agriculture and Home Economics. Major emphasis has been given throughout this inter-disciplinary teaching to business management for both producers and managers of agricultural business firms.

An example of the in-depth teaching programs for commercial farmers is a series of 6 two-hour sessions on forages. The topics for these sessions were: (1) Forage Production Management; (2) Forages for Beef Cattle; (3) Forages for Dairy Cattle; (4) Engineering Aspects of Forage Production and Handling; (5) Hazards and Pest Control Relating to Forages; and (6) Economic Considerations Relating to Forages. Educational clinics of this nature were conducted with farmers and managers of agricultural business firms throughout the State on numerous other problem-oriented subjects. Many multi-session events, on the other hand, dealt with very narrow ranges of subject matter such as soils chemistry, animal nutrition, or milk marketing.

Staffing for such in-depth teaching has involved all types of professional personnel in the Cooperative Extension Service with assistance from teaching and research personnel of the College of Agriculture and Home Economics and the Ohio Agricultural Research and Development Center. County Extension agents have assisted principally in working with planning committees and professional staff in focusing attention of the agricultural industry people as well as the scientists on significant economic problems. These agents also have assisted effectively in the actual teaching program. More highly specialized area Extension agents have borne a major portion of the teaching load in most in-depth series. State Extension specialists provided the highly specialized research information needed for such teaching efforts through publications and other teaching aids. They also functioned very effectively as teachers of the most highly technical subject matter involved. Teaching and research personnel also performed both in the roles of developing background information and as highly specialized teachers.

Farmers and managers of agriculturally related firms have evaluated this highly specialized in-depth educational effort as very helpful to them. It provides the

background of understanding they need in applying the enormous amount of specialized subject matter which must be used in the modern agricultural complex, both on farms and in business firms which are related to farming.

b. Home Economics-Family Living

Home economics Extension programs have emphasized family needs in nutrition, family economics, clothing, housing and home furnishings, management, and child development. A variety of methods including workshops, meetings, home study courses, short courses, seminars, newsletters, radio, and television have been used to reach homemakers, family members, and professionals who work with families. Programs have been designed to reach families with special needs, including young homemakers, low income families, homemakers employed outside the home, youth and their advisors, senior citizens, as well as professional workers who work directly with families who have special problems.

On June 19, 20 and 21, 1968, the thirteenth annual Homemakers Short Course was held on The Ohio State University campus. Three hundred thirty-eight women, from 74 counties, enrolled in each of two classes for eight

hours of instruction per class. Twenty-four different classes were offered.

Two- and three-day short courses were held in several areas of the State. In each instance, women enrolled in advance for classwork and received instruction in depth. Popular topics included, New Fabrics and Finishes, The Use of Color in the Home, Meal Management and Good Nutrition, and The Wise Use of Credit.

Much emphasis this past year has been given to the teaching of good nutrition to enhance health of family members, to the importance of grooming and appearance in securing and holding a job, to the stages of growth and development of children as they move toward maturity, and to the importance of good money management practices in building family security and reaching family goals. Several successful home study courses in these subjects have reached new audiences of homemakers.

The training of school lunch cooks and personnel employed in nursing homes has been a major effort of this past year. Eleven different workshops have reached nearly twelve hundred food service workers, Head Start teachers, and nursing home operators. Cooperation with the Ohio

Department of Health and school and local health officials has permitted the teaching of sanitary food handling, menu planning for good nutrition, the best use of kitchen equipment, and efficient financial management of the food service operation.

Under funds from Title I of the Higher Education Act, 417 professionals were able to attend 12 money management seminars designed to assist those working directly with disadvantaged families. These were held in 12 different locations throughout the State. Participants included home economics teachers, Extension home economists, welfare caseworkers, visiting nurses, OEO workers, ministers, school guidance personnel, and family service agency workers. Each participant received 20 hours of instruction. Subjects stressed were, Using Consumer Credit, Planning the Family Budget, Buying Wisely, and Using the Community's Resources to Assist the Disadvantaged Family.

Twenty-six television programs of one-half hour each were presented in Cleveland, accompanied by training for each discussion leader who met an organized discussion group weekly for 13 weeks. Programs were planned to reach young homemakers with pre-school children. Several

thousand women ordered study outlines and followed the series even though they were not participating in discussion groups. The series has been carried by the educational network in five other locations in the State.

c. 4-H-Youth Development

During this past year, 96,221 boys and girls were enrolled as regular 4-H Club members. In addition, 230 youths were reached through the 4-H TV Action Program which consisted of a series of 10 one-half hour TV shows pertaining to proper procedures to use in case of floods, fires, tornadoes, and other catastrophes. Public schools and television stations cooperated in this program.

The regular 4-H members participated as members of 5,387 local 4-H Clubs, each of which held at least 8 regular meetings with some holding as many as 52 meetings during the year. The over 96,000 4-H Club members conducted nearly 140,000 educational "learning by doing" projects. Many thousands participated in enriching activities related to their project work, including tours to factories, industries, and businesses which added interest and understanding to projects being studied.

Serving as advisors and leaders of the local 4-H Clubs were 12,789 adult men and women. These leaders

receive intensive training from the Extension professional staff. Each advisor voluntarily gives an estimated 80 hours of time to the 4-H program. Thus, over one million hours are donated annually to this educational program. These adult advisors were assisted by 8,996 4-H junior leaders who are older boys and girls especially trained to provide assistance to younger 4-H members. Junior leaders also assist with county, area, and state events.

In addition to individual 4-H project work, 4-H members participated in a variety of activities which contribute to their personal growth as well as help to prepare them for adult citizenship responsibilities. Eight hundred 4-H members attended career tours on campus and four hundred members attended the Science Career Day conducted at the Ohio Agricultural Research and Development Center at Wooster. An additional five thousand youths participated in career exploration discussion held at older 4-H youth camps throughout Ohio.

Health and safety programs are an integral part of local 4-H programs. Some twenty thousand boys and girls study good nutrition through projects and activities designed for this purpose. Some seventeen thousand youth receive instruction in health and safety at 4-H camps. Four of the camps have full-time dental hygienists who teach proper

dental practices. Safety is also emphasized in a State-wide safety speaking contest involving county, district, and State contests. A State-wide citizenship program included sending 250 4-H members to the National 4-H Center in Washington, D. C., where one week was spent in studying citizenship with an obligation to return to their home communities to apply the ideas developed to their home communities.

4-H community service programs included beautification of parks, public buildings, and roadways; collecting funds to finance various community improvement projects; and donating time and talent to homes for the aged, Head Start, and similar programs.

d. Community and Public Affairs

Within the community and public affairs educational program, major emphasis was placed on improving community decisions which will lead to increased economic and social opportunities for the citizens in the community. The primary audience was community leaders in small urban centers and surrounding rural areas (population of 50,000 or less).

During the past year educational leadership was provided by county, area, and state Extension staff, with

cooperating assistance from professional staff in other colleges and universities, in the development of the following specific community projects throughout Ohio:

63 recreation facilities

73 water and sewer projects

72 school and education programs

40 job training programs

73 businesses and industries

20 air and water pollution projects

109 beautification projects

Eighteen two-day community development seminars were conducted throughout Ohio during the period. Forty-five to 85 key community leaders attended each. Topics emphasized in these seminars as well as in other community development educational meetings included: An analysis of roadblocks to community development; leadership development; the social action process; comprehensive community planning; financing and modernizing local governments; sewer and water development; solid waste disposal; recreation development; industrialization; zoning; and vocational and technical training.

A State-wide Community Resource Development Conference was held on The Ohio State University campus

in March and provided an opportunity for working with personnel from many groups and agencies in matters relating to community development. Attendance at this conference was 450 and included community leaders from nearly every county in Ohio.

Five agricultural policy workshops were conducted for leaders, with an average attendance of 40 in each workshop. Each consisted of four two-hour sessions where policy alternatives were thoroughly explored and evaluated by participants. In addition, during the year individual meetings by professional staff and leaders assisted a total of 4,600 individuals to know principles involved in arriving at meaningful decisions regarding public affairs issues.

A monthly publication, "Economic Information for Ohio Agriculture," was sent to six thousand agricultural leaders to advise them of the economic climate and developments important to agricultural businesses. A weekly newsletter, "Econogram," a concisely worded single fact sheet, was prepared for ten thousand agricultural leaders each week and distributed through county Extension offices. These publications included not only current economic information, but interpretations and outlook

information necessary for effective decision making by individuals and groups. A recent survey showed that 57 newspapers with a circulation of 1,250,000 used all or part of the "Econogram" contents weekly.

Safety and emergency preparedness considerations were an integral part of nearly every program of the Cooperative Extension Service. Safety was the main topic in more than 950 meetings held by State and county Extension staff members and trained leaders during the past year. Attendance at these meetings was 14,250.

Research and educational programs relating to the slow moving vehicle emblem have caused it to gain international acceptance. This emblem, developed by The Ohio State University research and Extension staff, is now used in quantity in all fifty States and three foreign countries.

The third five-year accidental injury and health study was completed during the past year. Interviewers were trained and subsequently contacted four thousand farm and rural non-farm families each quarter of 1967. Results will be used to improve safety educational programs throughout Ohio during the coming year.

C. College of Arts and Sciences

During the past year the continuing education efforts of the college were limited to individual departmental programs. There were 23 programs which were attended by 7,605 participants. The majority of the programs of the college were of the University-related type such as high school classical league, debating and forensic tournaments and various association meetings. However, University-sponsored programs such as the International Symposium on Molecular Structure and Spectroscopy sponsored by the Department of Physics were also conducted.

The continuing education efforts in the past have been coordinated within the college by an Assistant Dean. With the reorganization of the college into several colleges, it is anticipated that a person will be designated within each of the new colleges who will be responsible for continuing education activities. These persons will also serve as members of the University Administrative Advisory Committee for Continuing Education.

D. College of Biological Sciences

The College of Biological Sciences supports and sponsors continuing education through the activities of broad interest collegiate units and narrow interest, specialized sub-units. A diversity of activities provides for the needs of both the biological scientist and the layman. The scientist finds available highly sophisticated technical information in his area of interest. The layman is becoming increasingly aware of the impact of

science, especially biological science, upon his existence. Population, pollution, genetic control, organ transplantation and other topics abound in news media. The result is a growing need for communication not only between biologists, but between the biologist and the citizen.

The college sponsored a major international meeting of biologists, the 1968 Annual Meeting of The American Institute of Biological Sciences. Twenty-three biologically related societies participated in this large and diverse program that attracted 3,500 biologists to the campus. Many sessions were attended by non-biologists from the Central Ohio region who were attracted through their interest in contemporary biological problems.

Sub-units of the college sponsor smaller meetings which appeal to individuals with specific, narrow interests. The Institute of Acarology attracts biologists who study mites and ticks. This summer program is an annual affair. A History of Biology Institute was conducted for the first time during the summer of 1968. College biology instructors were provided an opportunity to develop a new perspective for the teaching of biology. Other small meetings and workshops were conducted by the Institute of Nutrition.

The reorganization plan of the college adopted January 1, 1968, established a collegiate program element entitled "Public Services Activity." It is anticipated that this program element will develop communications

between the College of Biological Sciences and the citizens of the State, especially those residing in the Central Ohio region. Preliminary planning for a series of half-hour programs broadcast over the Ohio State educational television station has been completed. Additional activities such as biological seminars and courses are contemplated. The Public Service Activity provides intellectual leadership for the community in regard to biological matters that affect society and assists in the education of the general public concerning these matters.

E. College of Dentistry

The College of Dentistry has offered a program of non-credit continuing education courses since 1941. Twenty-four courses were given during the 1967-68 academic year, with a total registration of 1,270. Fourteen of the 24 courses presented were given by Ohio State faculty. The remaining 10 courses were presented by distinguished faculty from other institutions. The basic objective of the courses offered each year is the expansion of the competence of the dentist in general and special areas of dental practice, thereby maintaining the quality of dental service. The courses introduce new techniques and concepts, based on recent research findings, and provide instruction in certain clinical areas not usually presented in the undergraduate dental curriculum.

The college is recognized for its leadership in presenting courses that emphasize the dentist's abilities to provide truly comprehensive patient care. For example, in the past year's program were courses

dealing with the diagnosis and treatment of growth abnormalities in the dental-facial complex, and courses which discussed concepts and methods of total pain control, utilizing premedicating drugs in combination with local anesthesia.

While most courses offered each year are for the general practitioner, seminars and conferences for specialists, dental hygienists and dental laboratory technicians are scheduled regularly. In February, oral surgeons from throughout the United States and Canada attended a three-day conference on Hospital Dental Procedures. In October, dental hygienists attended a two-day seminar that focused on the clinical aspects of the hygienists contributions to the dental health team.

Courses sponsored by the college were, in most cases, of one to three days duration. Some courses, designed to close the gap between the traditional short course and the formal specialty training program, met several days each month throughout the school year. In this way, professional postgraduate education can be a truly continuing experience, and can expand the general practitioner's ability to provide service traditionally given only by the specialist.

F. College of Education

Continuing education has long been a subject of concern among teacher educators. Institutes, seminars, and workshops have been an integral part of the instructional program of the College of Education since World War II. The offering of credit courses in late afternoon, evenings,

and on Saturday mornings has been encouraged to provide subsequent educational opportunities for the mature student. In previous years, responsibility for providing such opportunities were distributed throughout the academic departments of the college and the Bureau of Educational Research and Service.

When the School of Education was initially organized, inservice education and development was the major responsibility of the Development Division. Reorganization of the University in the summer of 1967, however, brought further changes and now the college faculties will develop their respective programs of instruction, research and service, and continuing education.

During the past year, staff members and faculties of the college have sponsored workshops, seminars, and institutes. Most have been externally supported by federal, State, or State department funds. Additional information on these will be found elsewhere in this report.

The College of Education Radio-Telephone Network completed its fourth year of carrying inservice programs to Ohio schools with six programs being received in sixteen schools. Topics chosen by representatives of the network were: "Use of Student Teachers," "Teaching by Inquiry," "Elementary Social Studies," "Evaluation and Selection Standards for Educational Technology," "Team Teaching" and "In-Service Education." On one network, an "open-mike" type of program was tried and had the effect of a "conference call." The success of this experiment seems to justify its

use on all networks during the 1968-69 broadcast year.

Future plans include improvement and expansion. Projected projects feature: a postdoctoral seminar, development of tapes to use in teacher education classes, request of $186,715.06 from EDPA for a radio-telephone network beamed to educational problems of the core city and investigation of the view-writer as an aid to better communication, and experimentation with 8mm projectors at the receiving site of the radio-telephone network.

Problems continue to abound. The numbers of people in school and school-related occupations wanting and needing assistance are overwhelming. Yet the need persists and grows. Obviously, this need must be met but to date sufficient funds have not been available. Title I of the Higher Education Act is a direction to be encouraged, but lack of State matching funds make this source presently unavailable.

G. College of Engineering

1. Summary

During the twelve months - July 1, 1967 through June 30, 1968 - approximately 3,600 persons from the United States, Canada, Europe, the Far East and Australia, representing industry, government service, and other schools, participated in some 40 workshops, conferences and short courses sponsored by the College of Engineering through its various departments. The majority of these events were held on campus, with a few conducted at several locations throughout

the State of Ohio. The college is proud of the fact that many of its most eminent faculty participate in these programs, and we believe that the participation of such outstanding teachers is one of the major contributing factors in the response to our programs.

The size and scope of the continuing education events ranged from a one-day "Annual Conference for Engineers," attended by some 500 alumni and friends of the college, to a short course - "Nuclear Energy for the Electrical Utilities" - conducted as a series of one day per week sessions for 10 weeks, attended by four utility engineers from Ohio.

Some other outstanding programs included a one-week "International Conference on Stress Corrosion Cracking," a four-day conference on "Nuclear and Space Radiation Effects," co-sponsored by the Institute of Electrical and Electronics Engineers, and a one-day conference of the American Society of Tool and Manufacturing Engineers. The regular summer short course program conducted 16 intensive one- and two-week courses which were attended by 400 conferees.

For the past three years, the College of Engineering has been able to provide some limited financial assistance to professors at other schools to help meet their tuition fees in the regular summer short courses. In 1968, the college expanded this offer by awarding full tuition grants to visiting faculty members. These grants are

beneficial in providing opportunities for teachers from other engineering schools to visit Ohio State, see our fine new facilities, become better acquainted with our outstanding faculty members who are teaching the summer courses and learn first hand of the quality of educational and research work being conducted at The Ohio State University. All this should be extremely helpful in improving the stature of Ohio State and in attracting top-quality graduate students.

2. Discussion

As a responsibility to the engineering profession, the College of Engineering aspires to help practicing engineers become familiar with the latest engineering techniques as they are developed and which are now being taught to graduate and undergraduate students. Emphasis is placed on intensive one- and two-week short courses conducted during the summer months, but a number of others are offered throughout the year. For example, Professor Emmett Karrer - through the Department of Civil Engineering - annually offers a series of courses for highway construction personnel in the late winter months. Also, an annual refresher course for engineers desiring professional registration is conducted in late winter. The College of Engineering also sponsors a number of conferences on special engineering topics where these programs are consistent with established university

objectives and policies and where the faculty can make a unique contribution or have some substantial professional input.

For recording purposes, our programs for FY '68 are categorized as follows:

Grouping	Number	Attendees
I. Short Courses	28	988
II. Conferences & Workshops	12	2,278
III. Federal Programs Title I STSA	3	126
	43	3,392

The College of Engineering is planning a gradual expansion of our Continuing Education Program with emphasis toward offerings during the autumn and winter months. With Archer House and the forthcoming Center for Tomorrow providing conference housing on a year-round basis, a significant deterrent to non-summer, on-campus programs is removed.

For the near future, major consideration for programs offered in autumn and winter will be directed toward those areas which would be of significant interest and benefit to Ohio's industries. Exploratory meetings are planned with industry leaders to solicit their suggestions in program planning.

H. College of Law

The continuing legal education activities of the College of Law are carried on through the medium of the Ohio Legal Center Institute. The Institute is an entity created by The Ohio State University, The Ohio State Bar Association and the Ohio State Bar Association Foundation for the dual purposes of providing a state-wide post-admission education program and a program in basic legal research. The corporation has three members, the three originating agencies. Three members of the faculty of the College of Law represent the University on the Board of Trustees of the Ohio Legal Center Institute.

The union of the academic community and the practicing profession in educational and research activity is a unique format, one that is being considered in other parts of the country as an alternative to existing plans and one that has helped make Ohio the leader in continuing legal education. The Institute is supported by subsidy contributions from the Ohio State Bar Association and from the Ohio State Bar Association Foundation as well as by the conference enrollment fees. The contributions of the two professional groups make possible the presentation of specialized and limited interest programs which could not be included if complete self-sufficiency were required. The Ohio State University also makes a significant contribution in providing the physical facilities for the Columbus presentations of the Institute. The participating practitioners find the atmosphere of the College of Law facilities conducive to greater conference effort and it affords them

the opportunity of keeping abreast of the trends in legal education and placement as well as providing a closer relationship to the faculty.

In other cities, the Institute also utilizes law school facilities where feasible. Although The Ohio State University and the State Bar created the program, it is considered to be the joint effort of all the several local units of the organized Bar and of all nine of the law schools in Ohio. This, too, marks the uniqueness of the Ohio venture and is a tribute to the vision of the University in participating in the establishment and operation of the Institute.

The continuing education activity of the Institute has encompassed a broad spectrum of substantive and procedural law during the fiscal year 1967-68. The July 1967 presentation was on the subject of Ohio Taxation and the program was presented in Columbus and in Cleveland. Twenty-one practicing attorneys contributed to the writing of a 382 page bound volume on the subject of Ohio Taxation which was distributed as the course materials for the program. This is the first treatise on the subject published in Ohio and fills a long standing need. The Institute prepared and distributed a supplement to the volume to reflect the 1967-68 legislative enactments.

In August, the Institute offered the first of four state-wide programs on Trial Techniques here at the University. The Trial Techniques program is part of an annual series offered before the opening of the fall term of court and is designed to prepare practitioners in new techniques and

developments. The 1967 program included coverage of uninsured motorist arbitration.

September marked a repeat presentation of the annual General Practice program and was followed in October by the Columbus offering of Labor Law IV. The labor program is the most prestigious of the annual offerings. It is styled as the Midwest Labor Law Conference and draws enrollees from throughout Ohio and the eastern half of the nation. The program is designed to appeal to the expert practitioner and makes Columbus the center of labor law activity in the fall. In 1967, the timely topic of public employment labor relations was considered. The 1967 program was also presented in Chicago at the invitation of the Illinois Bar Association and the Institute's counterpart agency in Illinois.

Labor Law was follwed by campus offerings on Probate Law and a one day quick refresher course in federal income taxation for individuals. The probate program was built around Ohio's new estate tax law which has effected major changes in the taxation of decedents' estates.

The Institute's 1968 schedule began with the January presentation of the Ninth Annual Federal Taxation Conference given in conjunction with the Columbus Bar Association. In March, the subject was Representing Employers in Workmen's Compensation. That was followed by another program offered at the national level both in subject matter and promotion, Securities II. This conference on the regulation of securities featured lecturers from Dallas, New York, Chicago, Washington, D.C., Cleveland

and Columbus.

The final seminar in the fiscal year was Real Estate V, the Discovery and Cure of Title Defects. This, too, is a part of an ongoing annual series in which the subjects are coordinated into a curriculum approach to field coverage.

For each conference, a printed looseleaf manual was prepared containing the written presentations of the lecturers. These varied in length from 130 to 450 pages depending upon the subject matter, and they were distributed at the opening of each conference.

In addition to the six campus presentations with a net paid registration of 1,728, the programs were presented in nine other cities. The Institute also gave sixteen presentations of Law for the Legal Secretary throughout the state. The presentations in Columbus were attended by College of Law secretaries.

In volume, the CLE activities predominate but the research activities have been quite significant. The Institute's investigation of the application of electronic data retrieval techniques to the case law of Ohio on an operational basis has resulted in the creation of a profession sponsored and financed corporation, OBAR, which will offer to the Bench and Bar of Ohio and to members of the law faculties electronic access to reported court decisions. The conversion of data is now being accomplished.

Through the Institute, the Ohio State Bar Association Foundation has provided four research grants to law faculty members, three of which

have been to members of The Ohio State University College of Law faculty. One of the grants has resulted in a hard bound volume entitled, "Lawyer Discipline: The Ohio Story," a study of the first 100 cases under the Supreme Court's centralized discipline rule.

In addition, the Institute is directly participating in the Ohio Legislative Service Commission's revision of the criminal code of the State. A member of the University's College of Law faculty serves on the technical committee. Very shortly, the Institute will participate in the revision of the procedural rules of practice in Ohio pursuant to the authorization of the Modern Courts Amendment adopted by the electorate on May 7, 1968, placing rule making power in the Supreme Court and negating the necessity of legislative enactment of procedural provisions.

Through its membership in the Institute, the University has a definite role in significant advancement within the legal profession of Ohio.

I. College of Medicine

Reviewing the activities and directions of the Center for Continuing Medical Education during the period of July 1, 1967, through June 30, 1968, shows growth, progress, substance, and promise. The Center has been concerned from its inception with essentially two major area: The on-campus course offerings sponsored by different departments in the medical center and broadcast radio and television activities of the Ohio Medical Education Network. The past fiscal year has seen the successful completion of some 28 on-campus courses ranging in duration from one day to six

months with the most frequent being a one to three-day seminar or conference. Attendances range from as few as 10 to as many as 400. Some of the courses were held entirely off campus but in nearby facilities. Subject matter has included everything from computer applied workshops through arthritis, diabetes, pediatrics, obstetrics, gynecology, muscular dystrophy, electromyography, orthopedics, gastrointestinal areas, ophthalmology, multiple sclerosis, infectious disease, cancer, kidney disease, neuropathology, radiology, nursing, vaginal cytology and pulmonary disease. Many of these courses are authorized for continuation study credit hours by the American Academy of General Practice. This list does not include all categories. Total attendances for these courses is recorded at 2161.

The Ohio Medical Education Network in its sixth year of operation broadcast 105 hour-length, two-way discussions via the facilities of 13 FM radio stations and involved the medical staffs of some 61 hospitals in the States of Ohio, Pennsylvania, Kentucky and West Virginia. These "live" programs are designed to help update concepts in the community practice of medicine and also carry authorization for American Academy of General Practice credit. Registered attendances for these broadcasts totaled nearly 14,000. Another avenue of service by the Ohio Medical Education Network was 28 hour-length two-way programs in nursing education broadcast through the facilities of 11 FM stations and involving the nursing staffs of some 48 hospitals in the four-state area. Registered attendances

for these programs totaled 10,000.

The spring of 1968 saw the third year of contribution by the Ohio Medical Education Network of "television with two-way audio" programs. Once again three "live," hour length programs were broadcast originating at WOSU-TV and broadcast through the combined facilities of three TV stations and seven cable TV services. This distribution made possible the participation of the medical staffs assembled at 15 hospitals scattered throughout Ohio and West Virginia. The programs dealt with fractures of the upper and lower extremities. Injuries of the hand, and pediatric neuromuscular problems. Registered attendances for these programs totaled nearly 1500. In all of the above mentioned radio and TV programs it must be recalled that many more physicians and nurses and interested members of the general public hear and view these programs in the home, office and automobile, but are unable to be counted in the attendance figures.

Highlight of 1967-68 was official notification that the continuing education program of The Ohio State University College of Medicine had been granted full approval by the American Medical Association's Council on Medical Education. This notice in April of 1968 came as the result of a two-day site visit conducted by a survey team in November of 1967 and concluded with the statement, "We congratulate you on being among the first institutions to be accredited formally in the field of continuing medical education."

Future directions point to greater involvement in the activities and research of the Ohio Regional Medical Program, the Allied Medical

Professions and numerous other avenues for attainment of the ultimate goal of the Center for Continuing Medical Education--that of improved medical care for the people of Ohio.

J. College of Pharmacy

The College of Pharmacy sponsors and supports a broad scope of continuing education activities throughout the State of Ohio. Continuing education programs are arranged through Pharmacy Extension Services of the College of Pharmacy, often in cooperation with one or more of the forty local pharmaceutical associations located in Ohio.

"Pharmaceutical Services for the Nursing Home and Small Hospital," a one-day continuing education program directed toward nursing home and small hospital administrators, registered and practical nurses, and community and hospital pharmacists, attracted more than 500 participants in eleven locations throughout the State. The program was supported in part by a grant under Title I of the Higher Education Act of 1965, and attempted to show administrators and pharmacists alike how they could provide the best possible pharmaceutical services for their patients.

The thirteenth annual Ohio Pharmaceutical Seminar, 'New Directions in Pharmacy," attracted nearly 200 community pharmacists, hospital pharmacists, manufacturers' representatives, and pharmaceutical educators from eight States and Canada. The seminar was designed to provide the pharmacists in the Midwest with a better understanding of the changing patterns of health care in the United States and how the changing flow of

pharmaceutical services will influence their practice in the future. Experts in the fields of pharmaceutical and medical education, law and law-enforcement, governmental agencies, and professional associations discussed the expected changes in the practice of pharmacy during the next few decades, offering down-to-earth suggestions to help the practicing pharmacist to prepare himself for the future.

Guest speakers at the three-and-one-half-day seminar included Dr. Robert V. Evanson, Professor of Pharmacy Administration at Purdue University; Robert C. Johnson, Executive Director of the Michigan State Pharmaceutical Association; Robert L. Ravin, Director of Pharmacy Services at St. Joseph Mercy Hospital, Ann Arbor; Dr. Mickey C. Smith, Associate Professor of Pharmacy Administration at the University of Mississippi; Dr. Richard A. Deno, Professor of Pharmacognosy at the University of Michigan; Eli P. Bernzweig, Legislative Planning Officer, Bureau of Health Services, U. S. Public Health Service; James D. Hawkins, Executive Secretary of the Indiana Pharmaceutical Association, Dr. August P. Lemberger, Secretary of the Wisconsin Pharmacy Internship Commission; and Max W. Eggleston, President of the American Pharmaceutical Association.

In addition, the College continued to serve as the headquarters for the Council of Ohio Colleges of Pharmacy, a cooperative organization of the four colleges of pharmacy in Ohio: Ohio Northern University, The Ohio State University, the University of Cincinnati, and the University of Toledo. The Council publishes annually a Program Topics and Speakers' List, listing

nearly 150 continuing education lectures currently available from the four colleges. Areas of interest discussed by the thirty-six participating faculty members include bacteriology, biochemistry, hospital and institutional pharmacy, medicinal and pharmaceutical chemistry, pharmacognosy, pharmacology, pharmacy administration, pharmacy, and pharmaceutics.

K. University College

The regional campuses of The Ohio State University function through the Dean of the University College.

During the current fiscal year, concentrated effort was devoted toward stimulating and developing non-credit continuing education courses at the regional campuses.

During the Spring Quarter, 1968, the first non-credit continuing education course was conducted at the OSU-Mansfield campus. The course was developed working with the Assistant Dean of the University College and the Director of the regional campus. An interest survey was completed in cooperation with the OSU Alumnae Club in the Mansfield area before the course was identified and developed.

Dr. Richard Wink and Professor Gerald Rice taught the ten-week course, "Modern Music and Drama." Twenty-nine adults enrolled in this course.

An additional course is planned at Mansfield and Lima during the Autumn Quarter, 1968.

L. College of Veterinary Medicine

During June of 1961, the College of Veterinary Medicine announced its intention to initiate a series of continuing education programs which would be presented by the college faculty for members of the profession. The courses developed were to be of a non-credit nature and of one to several days duration. All courses were to be presented on campus and in most cases, they could be classified as a conference, short course or workshop. During this first year, a brochure was published announcing sixteen courses that were presented on a voluntary basis. The expense in connection with the presentation of each course was to be supported from the registration fee. No State appropriated finances for the direct support of Veterinary Continuing Education were available.

The veterinary profession has enthusiastically accepted the opportunity to enroll in courses thus far offered and the Ohio Veterinary Medical Association has endorsed each course offering. The number of continuing education programs has increased each year and during 1967-68, 28 programs dealing with many different practice phases were presented.

Various reports that have been received during recent years relative to State policy in higher education indicate that continuing education should be continued and increased whenever possible. The American Veterinary Medical Association is giving increased attention to the subject of continuing education. Specialty advisory groups reporting to the Council on Education recently have unanimously expressed a need for broadening and deepening

the scope of Veterinary Continuing Education made available to the profession. Continuing education will soon be made an accreditation requirement for membership in several specialty practice groups. There is, in addition, strong indication that a specified continuing education attendance soon will be made a requirement for annual relicensing by some States. Such trends support the need for continuing education throughout the active life of a practitioner if he expects to perform effectively and according to current practice standards.

If veterinary medicine is to maintain and improve its stature among the professions, it will be necessary for the colleges to accept responsibilities as institutions of higher education to provide leadership, as well as physical support, to progressively stronger programs in continuing education for their practicing graduates.

Our College of Veterinary Medicine can fulfill it's hopes to meet this challenge providing that financial support is forthcoming. The future college plans for continuing education are exciting and far reaching but are dependent upon realistic budgets in order to properly present them. It is hoped that funds will soon be made available in order for us to be realistic in reaching our goals.

X. APPENDIX

Statistical Data for Credit and Non-Credit Programs

CREDIT ENROLLMENT AND QUARTER POINT-HOUR ANALYSIS

FOR THE DIVISION OF CONTINUING EDUCATION BY QUARTER AND CAMPUS

Enrollment per Quarter

Campus	Sum. 1966	Aut. 1966	Win. 1967	Spr. 1967	Sum. 1967	Aut. 1967	Win. 1968	Spr. 1968
Main	630	499	502	432	783	537	450	505
Lima	0	8	6	8	0	11	6	5
Mansfield	0	26	23	15	0	36	22	24
Marion	0	16	12	13	0	17	11	16
Newark	0	41	16	18	0	19	18	33
Wright Field	0	1	31	1	0	31	28	36
Total Enrollment	630	591	590	487	783	651	535	619
Qtr. point-hour avg.	2.789	2.702	2.843	2.747	2.786	2.620	2.709	2.772

CONTINUING EDUCATION ON-CAMPUS PROGRAMS

1967 - 1968

Administrative Unit	Number of Programs	Enrollment
Agriculture & Home Economics	*59	*16,236
Arts & Sciences	31	7,60[illegible]
Biological Sciences	1	100
Commerce & Administration	55	4,944
Dentistry	20	1,026
Education	35	7,483
Engineering	41	5,292
Law	11	1,717
Medicine	31	2,151
Pharmacy	4	525
Veterinary Medicine	18	461
Office of Academic Affairs	1	1,142
Office of Business and Finance	0	0
Office of Educational Services	13	749
Office of Research	3	161
Office of Student Relations	12	3,249
Office of University Relations	2	620
Totals	*337	*53,461

* Excludes Farm Science Review -- 60,000 people

ATTENDANCE AND PARTICIPANT DAYS
AT CONTINUING EDUCATION PROGRAMS
AND UNIVERSITY RELATED EVENTS
JULY 1967 TO JUNE 1968

PROGRAMS				ATTENDANCE			PARTICIPANT DAYS			PERCENT
Month	Total Number of Programs	Continuing Education Programs	University Related Programs	Total Attendance	Attendance Continuing Education Programs	Attendance University Related Programs	Total Participant Days	Participant Days Continuing Education Programs	Participant Days University Related Programs	Per Cent of Total Participant Days
JULY	50	38	12	5,661	4,029	1,632	21,484	18,483	3,001	9.63%
AUGUST	33	21	12	3,816	2,975	841	10,659	8,718	1,941	4.76%
SEPTEMBER	41	24	17	*10,281	*4,505	5,776	*23,739	*17,222	6,517	10.63%
OCTOBER	64	34	30	12,417	8,466	3,951	24,847	20,655	4,192	11.13%
NOVEMBER	39	25	14	4,622	3,104	1,518	7,802	6,674	1,128	3.50%
DECEMBER	36	20	16	3,539	3,002	537	4,873	3,563	1,310	2.18%
JANUARY	48	23	25	4,188	2,579	1,609	13,762	11,969	1,793	6.17%
FEBRUARY	50	36	14	3,714	3,612	102	9,279	7,348	1,931	4.16%
MARCH	78	44	34	14,893	8,900	5,993	22,667	15,762	6,905	10.15%
APRIL	54	26	28	15,869	2,765	13,104	23,922	10,563	13,386	10.72%
MAY	58	30	28	8,842	6,693	2,149	12,057	10,041	2,016	5.41%
JUNE	**59	**16	43	**6,364	**2,831	3,533	**48,135	**32,557	15,578	21.56%
	*610 **	*337 **	273	*94,206 **	*53,461 **	40,745	*223,226 **	*163,528 **	59,698	100.00%

*Excludes Farm Science Review - 60,000 people

**Includes Higher Education Opportunity Program

USE OF HOUSING FACILITIES BOTH ON AND OFF CAMPUS
BY PARTICIPANTS IN CONTINUING EDUCATION
PROGRAMS AND UNIVERSITY RELATED EVENTS
JULY 1967 TO JUNE 1968

PROGRAMS		TYPE OF HOUSING			PARTICIPANT NIGHTS			PER CENT
Month	Total Number of Programs	Total Number of Programs Using Housing	Total Number of Programs Using Residence Halls	Total Number of Programs Using Motels and Hotels	Total Number of Participant Nights	Estimated Total Number of Participant Nights in Residence Halls	Estimated Total Number of Participant Nights in Hotels and Motels	Per Cent of Total Participant Nights
JULY	50	29	23	6	14,011	13,230	781	11.46%
AUGUST	33	20	19	1	6,848	6,153	695	5.61%
SEPTEMBER	41	20	10	10	15,183	11,872	3,311	12.42%
OCTOBER	64	21	2	19	8,219	1,344	6,875	6.72%
NOVEMBER	39	14	5	9	4,159	1,481	2,678	3.41%
DECEMBER	36	9	4	5	1,490	514	976	1.22%
JANUARY	48	23	12	11	6,875	1,465	5,410	5.63%
FEBRUARY	50	25	13	12	3,916	1,559	2,357	3.21%
MARCH	78	26	11	15	6,392	1,711	4,681	5.23%
APRIL	54	23	13	10	10,259	3,350	6,909	8.38%
MAY	58	19	5	14	4,424	923	3,501	3.62%
JUNE	59	41	36	5	*40,450	*38,387	2,063	33.09%
TOTALS	610	270	153	117	*122,226	*81,989	40,237	100.00%

*Includes Higher Opportunity Education Program

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NUMBER OF CONTINUING EDUCATION PROGRAMS AND UNIVERSITY RELATED EVENTS BY SIZE OF PROGRAM OR EVENT

JULY 1967 - JUNE 1968

Size of Event Or Program	Number of Programs	Per Cent of Total
1-15 people	199	32.62%
26-35 people	60	9.84%
36-100 people	176	28.85%
101-300 people	117	19.18%
301-500 people	28	4.59%
Over 500 people	30	4.92%
Totals	610	100.00%

LENGTH OF CONTINUING EDUCATION PROGRAMS AND UNIVERSITY RELATED EVENTS

JULY 1967 - JUNE 1968

Length of Program	Number of Programs	Participant Days	Per Cent of Total Participant Days
1 Day	250	56,205	25.18%
2 Days	91	28,482	12.76%
3 Days	82	24,339	10.90%
4 Days	20	16,482	7.38%
5 Days	51	30,732	13.77%
6 Days or longer	116	66,986	30.01%
Totals	610	223,226	100.00%